



Title: School Counselor

Supervisor: Director

Responsibilities:

- Lead counselor develops, implements, teaches, and revises curriculum related to the competencies of the guidance program
- Plans and participates in parent seminars as related to group guidance curriculum.
- Assists students in figuring out their specific graduation requirements.
- Assists in the coordination of career, occupational domain by supporting career development, shadowing experiences and mentorships
- Assists teachers in the development of special service programs and the mainstreaming of special service students
- Assists in the area of scholarship and financial aid by helping students to compute qualifying scores
- Participates in all facets of the college application process/scholarship/ financial aid programs
- Assists in the administration of the testing programs assigned to the guidance programs
- Attends professional development conferences and seminars
- Helps coordinate and carry out student schedule changes

Qualifications:

- Valid Ohio School Counselor License
- Provide FBI & BCI background checks